United Nations ST/SGB/1999/20

Secretariat

23 December 1999

Secretary-General's bulletin

Organization of the United Nations Office at Nairobi

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the United Nations Office at Nairobi,[1] promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletins ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and ST/SGB/1999/21 and ST/SGB/1999/22, entitled "Organization of the secretariat of the United Nations Environment Programme" and "Organization of the United Nations Centre for Human Settlements (Habitat)", respectively.

Section 2
Functions and organization

2.1 The United Nations Office at Nairobi serves as the representative office of the Secretary-General in Nairobi and performs representation and liaison functions with permanent missions, the host Government and other Governments and intergovernmental and non-governmental organizations in Nairobi; manages and implements the programmes on administration and conference services; provides administrative and other support services to the United Nations Environment Programme (UNEP) and the United Nations Centre for Human Settlements (UNCHS) (Habitat); administers joint and common services for other offices of the United Nations system located at Nairobi; and manages the United Nations facilities at Nairobi.

2.2 The Office is divided into organizational units as described in the present bulletin.

2.3 The Office is headed by a Director-General, at the Under-Secretary-General level, who also serves as the Executive Director of the United Nations Environment Programme. The Director-General and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3
Director-General

3.1 The Director-General is accountable to the Secretary-General.

3.2 The Director-General is responsible for all activities of the United Nations Office at Nairobi and serves as the representative of the Secretary-General; performs representation and liaison functions with the host Government, permanent missions and intergovernmental and non-governmental organizations based in Nairobi; provides executive direction and management to the programmes of administration and conference services and other support and common services; is responsible for the management of the United Nations facilities in Nairobi; and provides executive direction for the work of the United Nations Information Centre in Nairobi.

Section 4
Office of the Director-General

4.1 The functions of the Office of the Director-General are combined with those of the Office of the Executive Director

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of the United Nations Environment Programme. The Office of the Director-General is headed by a Chief, who is accountable to the Director-General.

4.2 The core functions of the Office of the Director-General are as follows:

(a) Assisting the Director-General in the overall direction and management of the United Nations Office at Nairobi and the coordination of activities of its units;

(b) Providing executive support to the Director-General;

(c) Cooperating with the host Government and providing protocol services for the United Nations Office at Nairobi, including processing letters of credentials for the heads of permanent missions at Nairobi;

(d) Arranging for representation of the United Nations at meetings and conferences held in Nairobi;

(e) Maintaining liaison with the Executive Office of the Secretary-General and other Secretariat units at Headquarters.

Section 5
United Nations Information Centre

5.1 The United Nations Information Centre in Nairobi is headed by a Chief, who is accountable to the Director-General.

5.2 The United Nations Information Centre in Nairobi serves as the information centre for Kenya, Uganda and Seychelles and provides support to the Director-General/Executive Director with regard to information services for international conferences, intergovernmental meetings and media relations.

Section 6
Division of Administrative Services

6.1 The Division of Administrative Services is headed by a Chief, who is accountable to the Director-General of United Nations Office at Nairobi and, within the established delegation of authority, is also responsible to the Under-Secretary-General for Management for ensuring that all regulations, rules and instructions of the Organization in administrative matters are followed.[2]

6.2 The Division of Administrative Services consists of the Office of the Chief, six services and one section: Budget and Funds Management, Financial Resources Management, Human Resources Management, Support Services, Information Technology, Conference Services, and the Security and Safety Section.

6.3 The core functions of the Division are as follows:

(a) Advising the Director-General/Executive Director and senior and line management of UNEP and UNCHS (Habitat) on all administration-related issues and interpretation of regulations and rules of the Organization;

(b) Representing the Director-General/Executive Director on administrative matters in relation to governing bodies of UNEP and UNCHS (Habitat), United Nations common system inter-agency consultative machinery and intra-Secretariat consultative bodies;

(c) Providing administrative and related support services to UNEP, UNCHS (Habitat) and other offices of the United Nations entities located in Nairobi;

(d) Assisting the Director-General in negotiations with host-country authorities on all administrative and financial issues relating to the implementation of headquarters agreements;

(e) Providing conference services to UNCHS (Habitat), UNEP and UNEP conventions, as well as to other units and organizations of the United Nations system located at Nairobi;

(f) Management of, and control over all regular budget and extrabudgetary funds of UNEP and the United Nations Office at Nairobi;

(g) Providing financial services to UNEP, UNCHS (Habitat) and the United Nations Office at Nairobi;

(h) Developing and managing human resources requirements of UNEP, UNCHS (Habitat) and the United Nations Office at Nairobi, including policy direction, guidance, supervision and implementing personnel administration policies in accordance with the Staff Regulations and Rules;

(i) Managing support services for the United Nations complex in Nairobi, including building and grounds maintenance, space planning and allocation, travel and transportation, registry and pouch services, inventory control, procurement services, etc.;

(j) Providing communications and electronic support services;

(k) Coordination of security arrangements for the United Nations common system staff in Kenya;

(l) Providing security and safety services to the users, property and buildings of the United Nations complex in Nairobi.

Section 7
Final provisions

The present bulletin shall enter into force on 1 January 2000.

(*Signed*) Kofi A. **Annan**
Secretary-General

Notes

[1] The United Nations Office at Nairobi was established on 1 January 1996 as a successor to the two separate divisions of administration of the United Nations Environment Programme (UNEP) and the United Nations Centre for Human Settlements (Habitat) and the United Nations Common Services at Nairobi.

[2] The Director of the Division of Administration, like other Directors of Administration and Executive Officers, is accountable first and foremost to the head of the department, as a partner in administration for programme implementation. Directors of Administration and Executive/Administrative Officers are also accountable to the central administration for the appropriate utilization of resources, both human and financial.